



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

MEMORANDUM

DATE: March 18, 2010

SPED 10-03

TO: Superintendents and Charter Administrators
Special Education Directors

FROM: Colette E. Chapman, Deputy Associate Superintendent
Exceptional Student Services/Arizona Department of Education

SUBJECT: Special Education Discipline Reporting for FY2010

The Arizona Safety Accountability for Education (Az SAFE) will replace the year-end reporting requirements for the 2009-2010 school year with regard to the Special Education Discipline Report within the Annual Special Education Data Collection. In preparation for this change, Public Education Agencies (PEAs) should have selected the option to meet this new requirement, utilizing either:

- **Az SAFE On-Line**, developed by the ADE with advisement from a panel of school administrators. Real-time reports generated by the system present data in a user friendly format of charts and graphs to facilitate strategic improvement to school climate and safety. A video of this tool and reports list can be viewed at www.ade.az.gov/sa/health/azsafeimplementmanual. Az SAFE On-Line is available at no cost to all interested PEAs; or
- **A system designed by your current Student Management System (SMS) vendor** that captures the required information and submits the data electronically to the ADE. Several meetings with the SMS vendors and district information technology personnel have taken place and participants have received the new data requirements. Data can be submitted once at the end of each school year or on an on-going basis in order to access the reports developed in the Az SAFE On-line system. SMS data requirements can be found at the web address stated above.

If your PEA has elected to use your SMS to submit this required data, you **must test the upload process by uploading a file containing viable data by April 16, 2010**. The original request date for test file submission was September 2009, but this timeline was extended to allow additional time for vendor development. Upon receipt, ADE/IT will examine uploaded files to ensure that all requirements for the upload process are satisfactory. **If an error-free test submission is not received by the deadline, your PEA will be required to submit this data via Az SAFE On-Line.**

Special education discipline data will be collected from the data that PEAs submit through Az SAFE. Only special education students between the ages of 3-21 (based on the October 1, 2009 child count date) should be reported.

If necessary, data corrections will be accepted through July 30, 2010. Late data submissions or emails will impact PEA determinations. Other important notes:

- **Any** data related to 22 year-old special education students should be disregarded.
- There is a difference between reporting unilateral removal by student's IEP team to an Interim **Alternative** Educational Setting (IAES) and unilateral removal by school personnel to an IAES. The definitions for these removals can be found on page 68 of the SMS Incident Capture Requirements located at:
<https://www.ade.az.gov/sa/health/Downloads/AZSafe/3ESMSDataCaptureReqs-LEADistV2-0.pdf>.
- If your PEA does not have any discipline data to report for special education students, a **confirmation** email attesting to this must be received by ESS Data Management by June 30, 2010.

If you have any special education discipline data related questions, please direct them to ESS Data Management at ESSDataMgmt@azed.gov.

Technical questions regarding data uploads can be directed to Amitesh Kasera at Amitesh.kasera@azed.gov.

General questions regarding Az SAFE can be directed to the School Safety and Prevention office at 602-542-8730 or Davidson.riggs@azed.gov.

Thank you for your cooperation and efforts as we advance together in improving conditions for all Arizona youth.